



HRLAD

Time and Leave Administration

Chapter 1 – Overview



Accrual, Compensatory Time, and Wage Type

- **Accrual** is the Leave hours an employee accumulates for annual and sick leave, based on OPM policy and special legislation. An accrual rate changes on the first day of the month following eligibility for the next higher accrual rate. (i.e. accrual date May 6th, eligibility will be June 1st)

- **Compensatory Time** is banked overtime that is determined from the FLSA rule that each non-exempt employee is assigned. Currently there are three compensatory time rules configured in AASIS: Standard, 8/80, and 7K.

- **Wage Type** describes the type of hours, rate, and/or amount used to calculate a payment or deduction. Certain time wage types, such as shift premium, will be recorded on the time sheet

If you have an employee that is not accruing the correct amount of hours, you should check the Date Specifications infotype (0041) on PA20 to make sure the leave accrual date is posted correctly provided you have the role authorization. If the date is incorrect, contact your Central Personnel/Payroll Office.

Compensatory time is banked by the system according to how the non-exempt employee is defined for work week by their planned work schedule.

Some wage types are recorded on the timesheet and some wage types are recorded through other infotypes.



Validity Period and Infotype

➤ **Validity period** defines the life span of an infotype record, or the period of time when it officially exists. You specify a validity period by providing a start date and end date when you create infotype records. Example: An employee's annual leave quota would have a validity period with a start date of: date of hire and an end date of 12/31/9999.

➤ **Infotype** In AASIS, an infotype is short for "Information type." Infotypes are screen forms with fields in which data on a particular subject can be stored. For example, the address infotype contains data which tells you where the employee lives: house number, street name, city, state, zip code, etc.



Time and Leave Balance Integration

➤ Time and Leave integrate when time is taken off using a leave quota.
Example: An employee with an annual leave balance of 40.0 hours, who takes off 8.0 hours for {ANNL} vacation, will record this on their time sheet which will automatically reduce the Annual Leave quota.

Types of Leave:

- Annual
- Sick
- Holiday
- Family Medical
- Birthday
- Disaster Service
- Military

When an employee has recorded leave on CATS (Cross Application Timesheet), the system pulls the amount from their quota balance.

If the leave used hasn't been approved and transferred it will not appear in Quota Overview as leave taken. However, the system will not allow timesheet entries for leave if there is not enough quota balance (PT50 minus transferred CATS entries) and will give you an error message upon saving.



Absence Quota

Absence entitlements such as Military Leave and Disaster Service Leave are created in PA61 using the Absence Quota (2006) infotype. An *Absence Quota is an employee's time-limited entitlement to an absence. Absence quota types are used to represent these entitlements in the system.

- Absences may be deducted from absence quotas.
- Employees are prevented from exceeding the quota balance.

*Absence entitlements such as Annual Leave, Sick Leave, Holiday & Compensatory Time are system generated through the Time Evaluation Process.



Compensatory Time 1.0 vs. 1.5

➤ **Compensatory Time @ 1.0X:**

- Non-Exempt Employees who are eligible for compensatory time
- Automatically determined from the compensatory time rule assigned to the employee and the hours that are recorded on the employee's time sheet.
- Banking of hours that exceed the hours in the FLSA work week yet with recorded absences.
- Time off to be taken at a later date

➤ **Compensatory Time @ 1.5X:**

- Non-Exempt Employees who are eligible for compensatory time
- Automatically determined from the compensatory time rule assigned to the employee and the hours that are recorded on the employee's time sheet.
- Banking of hours worked that exceed the standard maximum hours associated with each overtime rule.
- Hours that are banked is the converted value to actual overtime hours worked.

All compensatory time will be banked by the system in Quota 15 for straight compensatory time and in Quota 16 for overtime compensatory time.

Agencies are required to maintain complete and accurate documentation concerning compensatory time used and earned.



Compensatory Time Rules

➤ **Compensatory Time Rule - Standard**

Hours worked in a 7 day work week (Sunday – Saturday) that are in excess of 40 hours will be banked at 1.5x. Example: Employee who works 43 hours in a work period, worked 3 hours of overtime that will be banked at 1.5x (i.e. 4.5 hours.)

➤ **Compensatory Time Rule - 7K**

Hours worked in a work week where the number of days may vary from 7 to 28 days. Please refer to the FLSA rules and regulations prepared by the Office of Personnel Management Classification and Compensation.

➤ **Compensatory Time Rule - 8/80**

Hours worked in a 14 day work week that are in excess of 8 hours in a day or 80 hours in a work week whichever is greater.

Compensatory time must be earned before it can be used.

Limits for compensatory leave is as follows:

Standard & 8/80

Quota 15 – 200

Quota 16 – 240

7K

Quota 15 – 400

Quota 16 - 480

The system will automatically pay an employee that has exceeded these compensatory hour limits.



Infotypes

◆ **Planned Working Time (0007)** – allows you to view an employee's work schedule rule, time management status for positive or exception reporting, work week and the percentage an employee works.

◆ **Absence Quota (2006)** – allows you to create military and disaster leave for the employee establishing the total number of hours and the validity date of the quota.

◆ **Quota Corrections (2013)** – allows you to increase or reduce leave (i.e. annual, sick, holiday, etc.) which is proven to be incorrect. This infotype is also used to create Family Medical Leave.

◆ **Substitution (2003)** – allows you to temporarily change an exempt employee's work schedule to allow for recording an absence.



Infotypes

◆ **Absence (2001)** - This Infotype is updated when an absence type is entered on **CATS** {Cross-Application Time Sheet} and requires no direct Infotype maintenance.

This may or may not reduce an Absence Quota. Each Absence is assigned an attribute in payroll as being paid or unpaid.

◆ **Attendance (2002)** - This Infotype is updated when an attendance type is entered on **CATS** {Cross-Application Time Sheet} and requires no direct Infotype maintenance.

Positive recording employees will record an infotype subtype for each day and time they are at work to receive payment. **Negative recording employees will record an attendance only if the TMS (Time Management Status) is 1 (actual times worked).**

You may use these infotypes to view timesheet entries instead of accessing CATS. However, no entries should be made in these infotypes.



Manual vs. System Generated Leave

- **Manual** - These absence quotas are based on individual requests and do not accrue automatically, such as Military Leave and Disaster Service Leave.

- **System** - These are accrued absence quotas generated automatically by Time Evaluation which allows the system to verify eligibility based on the rules. Examples are sick leave, annual leave, birthday, etc.
 - System Generated Leave includes:
 - Annual
 - Sick
 - Compensatory Time
 - Holiday
 - Birthday
 - Family Medical {manual approval process necessary}

A manual approval process for Military and Disaster Leave must occur prior to creating the quota in the system. Military and Disaster Leave will be created and maintained directly through infotype 2006. These Quotas will be available to use immediately upon saving this infotype.

System generated leave entitlement will be updated through a successful Time Evaluation. Adjustments must be made using the Quota Corrections (2013) infotype.